

Policy Support Branch

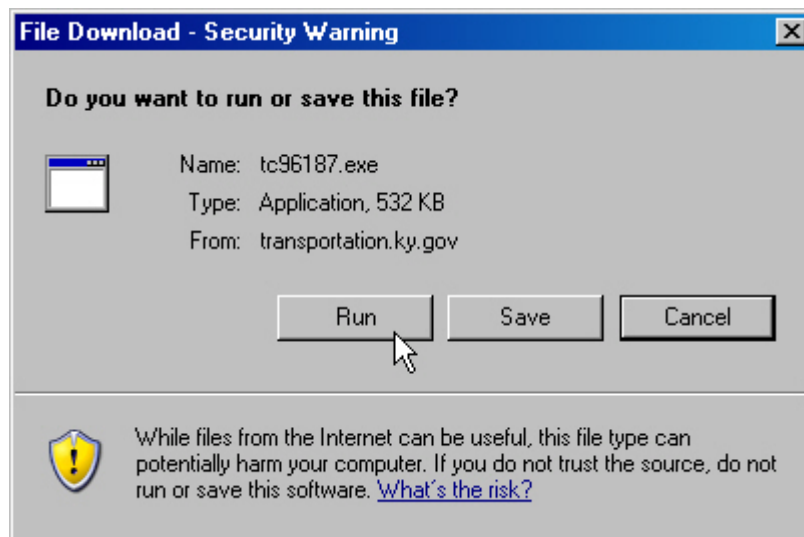
Forms Management Program

DOWNLOADING AND INITIALIZING E-FORMS

NOTE: Print this page for easier referencing.

Downloading a Form

- Locate the form that you'd like to download from the Central Forms Library.
- Click on the form number and name.
- When you click this link, a gray box like the following will appear:



- It will ask "Do you want to run or save this file?"
 - If you select "Run," another gray box like the following will appear:

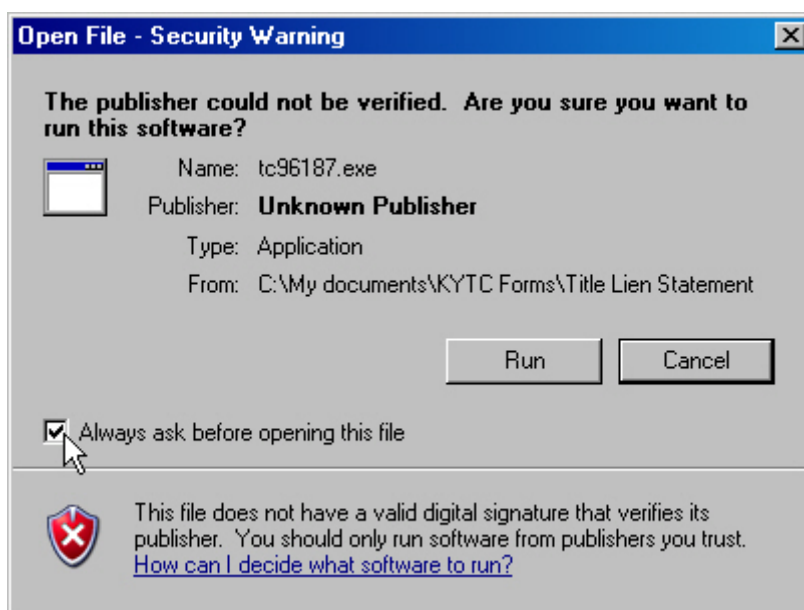


- It says, “The publisher could not be verified. Are you sure you want to run this software?” Click “Run,” and you will begin working with the form online.
- If you use a particular form on a regular basis, it may be more convenient for you to save the form file to your computer drive. If you select “Save,” a “Save As” window will appear. You will then be able to save the form (.exe) file to the computer drive of your choice.

IMPORTANT NOTE: IF YOU SAVE THE FORM FILE, DO NOT CHANGE THE FILE (.exe) NAME OR THE FORM WILL NOT WORK. The file name (e.g., tc96187.exe) should match the .exe file name as it is listed on the Web page.

The file download time will vary, depending on the size of the form file and the speed of your Internet connection.

- When opening the downloaded form file, a gray box like the following will appear.



- It says, “The publisher could not be verified. Are you sure you want to run this software?” If you don’t want this window to pop up every time you open this file, then deselect the “Always ask before opening this file” option.
- Click “Run” and you will begin working with the form file that’s been saved to your computer drive.

File Types

In working with E-forms, you’ll encounter three different types of files:

- Form files – These are identified by the file extension .exe. Double-clicking this file opens a blank copy of the form.
- Data files – These are identified by the file extension .fil. This file contains the data you entered into your form.

- Initialization files – These are identified by the extension .ini. This file is created when you first open the form (.exe) file. There's no need to open the .ini file, but it must remain in the directory with the form (if you saved the form to your computer).

Note: If you move the .exe file, you must open the file again (double-click on the file name) to reset the .ini file. It's important to do so in order for the E-form to work properly.